

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement Number: USCA-03-07
Position Title: STAFF ATTORNEY
Salary Range: \$46,435 - \$106,117 (CL 28 - CL 30) depending on qualifications.
Position Location: WASHINGTON, D.C.
Opening Date: OCTOBER 16, 2003
Closing Date: NOVEMBER 17, 2003

POSITION SUMMARY: The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking highly qualified, experienced attorneys to serve as staff attorneys to the full court.

RESPONSIBILITIES: The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. Staff attorneys conduct legal research, prepare legal memoranda, draft proposed opinions, and make oral presentations. Staff attorneys work closely and frequently with the judges and meet with three-judge panels in formal conferences twice a month to present their recommendations.

QUALIFICATIONS: The caseload of the D.C. Circuit involves virtually every area of federal law, and is unique in the number of cases filed against the executive branch. Because staff attorneys must be able to advise the judges on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for individuals who have the ability to analyze complex legal issues quickly and to express themselves clearly, both orally and in writing.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, **and have at least one year of relevant experience after graduation from law school.**

A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of law school class is preferred.

Positions are two-year terms with limited extensions available. Positions are full-time.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, staff attorneys are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

Applicants must be United States citizens or eligible to work for the United States government. Selected applicants will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send resume, law school transcript, and **self-edited** writing sample to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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